

Retention and Classification Report

Agency: Lehi (Utah) (585)
PO Box 255
153 North 100 East
Lehi, UT 84043
801 768-7100

Records Officer Alyson Alger

13749	City officials register
13742	Council minutes
13739	License registers
10049	Nonresidential building plans
13741	Ordinances and resolutions
25201	Publications
10050	Residential building plans

AGENCY: Lehi (Utah)

SERIES: 13749

3

TITLE: City officials register

DATES: 1906-1915

ARRANGEMENT: Chronological

DESCRIPTION:

This register contains a listing of all elected and appointed city officials. It is used for reference purposes. It includes the name of the elected or appointed official, residence, office, date of election or appointment, beginning and ending term dates, amount of bond posted, name of sureties and remarks (usually date of resignation or date of death).

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 11.

AUTHORIZED: 03/03/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Lehi (Utah)

SERIES: 13749

TITLE: City officials register

(continued)

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Lehi (Utah)

SERIES: 13742

3

TITLE: Council minutes

DATES: 1853-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken. In the first book of minutes there is a small diary of a man crossing the plains west in 1853. In the second book of minutes the first part of the book is water damaged and the information is lost (1877 to 1882).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/03/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Lehi (Utah)

SERIES: 13742

TITLE: Council minutes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Lehi (Utah)

SERIES: 13739

3

TITLE: License registers

DATES: 1909-

ARRANGEMENT: Chronological

DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 4.

AUTHORIZED: 03/03/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Lehi (Utah)

SERIES: 13739

TITLE: License registers

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Lehi (Utah)

SERIES: 10049

3

TITLE: Nonresidential building plans

DATES: 1978-

ARRANGEMENT: Numerical by permit number.

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use of the contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION:

Retain 7 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 14.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

AGENCY: Lehi (Utah)

SERIES: 10049

TITLE: Nonresidential building plans

(continued)

APPRAISAL:

Historical

These building plans would not normally have permanent retention,
but are being preserved as a representative sample.

PRIMARY CLASSIFICATION:

Public

AGENCY: Lehi (Utah)

SERIES: 13741

3

TITLE: Ordinances and resolutions

DATES: 1862-

ARRANGEMENT: Chronological

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 03/03/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Lehi (Utah)

SERIES: 13741

TITLE: Ordinances and resolutions

(continued)

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Lehi (Utah)

SERIES: 25201

3

TITLE: Publications

DATES: 1997-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

Includes "A Guide to Lehi City's Historical Sites and Places" published by the Lehi Historical Preservation Commission and funded by grants from the Utah State Historical Society and Lehi City Corporation (1997).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency through its services, activities and programs.

AGENCY: Lehi (Utah)

SERIES: 25201

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Lehi (Utah)

SERIES: 10050

3

TITLE: Residential building plans

DATES: 1978-

ARRANGEMENT: Numerical by permit number.

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use of contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

These building plans would not normally have permanent retention, but are being preserved as a representative sample.

AGENCY: Lehi (Utah)

SERIES: 10050

TITLE: Residential building plans

(continued)

PRIMARY CLASSIFICATION:

Public